

Special Meeting

June 9, 2005
8:30 a.m.

A special meeting of the Municipal Civil Service Commission convened on Thursday, June 9, 2005, at 8:48 a.m. with Priscilla Tyson, Grady Pettigrew and Eileen Paley in attendance.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Finance Director (U) and retitle it to read Director of Finance and Management (U) [Class Code 0066].

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as a result of a realignment of departmental responsibilities with regard to the management of the City's assets. With the proposed realignment, these asset management responsibilities will be centralized and housed within the Finance Department. As a result of acquiring these additional responsibilities and to better reflect its new function and purpose, the Finance Department is being renamed the Department of Finance and Management. In conjunction with the renaming of the Department, it was requested that the director specification also be revised and retitled to reflect the department's expanded responsibilities. The proposed revisions to the specification support the reorganization as planned and detailed by the ordinance drafted to effectuate this reorganization.

RE: Request of the Civil Service Commission staff to revise the specification for the classification Financial Management Administrator, retitle it to read Financial Management Division Administrator, and amend Rule XI accordingly (Class Code 0142).

Tammy Rollins presented this request in conjunction with legislation being prepared for Council approval that would recognize the Financial Management section as a formalized division within the Finance Department (proposed to be renamed the Department of Finance and Management).

The definition was revised to indicate this position would be responsible for directing the Division of Financial Management within the Department of Finance and Management. The examples of work section was revised to delete references to the Finance Department or Finance Director, both of which are being retitled. It was also recommended that the restriction stated in the guidelines for class use be deleted, as it is no longer necessary and for consistency sake (no other division administrator classification has a similar guideline). No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period, or examination type were recommended.

RE: Request of the Civil Service Commission staff to revise the specification for the classification Land Management Office Administrator (Class Code 2003).

Tammy Rollins presented this request also as a result of the reorganization of the Finance Department (to be renamed Department of Finance and Management).

With the proposed reorganization, the responsibilities of the Finance Department will be expanded to include the management of City real property (except rights-of-way and utility easements) and prescribed buildings. This reorganization will involve the creation of an Office of Real Estate Management, which will be housed in the Finance Department. This new office will assume responsibility for the management, acquisition, sale, and leasing of real property used for City operations, not involving rights-of-way or utility easements. Much of this work is currently performed by the Land Management Office in the Development Department. With the reorganization in effect, the Land Management Office in the Development Department will be retitled the Land Redevelopment Office and will be responsible for managing non-operating real estate. However, the current specification for the Land Management Office Administrator classification still accurately

describes the work performed in both offices (housed in the Department of Finance and the Development Department) but requires some minor revision to reflect some changes associated with the overall reorganization. It was therefore recommended that the Land Management Office Administrator be revised.

By definition, the Land Management Office Administrator is responsible for managing real estate management or land redevelopment activities for the City. Ms. Rollins noted on the record that Finance Director Joel Taylor requested that the definition be revised to delete the word "management". The examples of work section was revised to include references to both the Real Estate Management Office and the Land Redevelopment Office. It was also recommended that a guidelines for class use be added that would allow this class to be used in both the Development Department and the Department of Finance and Management. There were no proposed changes to the minimum qualifications, knowledge, skills, and abilities, probationary period, or examination type.

RE: Request of the Civil Service Commission staff to create the specification for the classification Assistant Director (Asset Management) (U) [Class Code 0055].

Tammy Rollins presented this request to create an Assistant Director (Asset Management) and designate it to be part of the unclassified service.

The proposed classification would perform an integral role in the new Department of Finance and Management. By definition, the proposed classification would be responsible for assisting the Department Director in the direction of asset management activities for the City of Columbus. This would include leading and coordinating the work of the Facilities Management Division and Real Estate Management Office, both of which will be housed in the expanded Department of Finance. Given the major responsibility and its citywide scope, the proposed classification would potentially command a higher pay grade assignment than what is currently assigned to the Department Assistant Director (U), which would necessitate a separate classification being created. It was, therefore, recommended that the Assistant Director (Asset Management) (U) classification be created as proposed and designated to be part of the unclassified service pursuant to City Charter Section 148(1)(c).

A motion to approve all four requests was made, seconded, and passed unanimously.

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The Commissioners adjourned this special meeting at 8:55 a.m.

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Priscilla R. Tyson, Commission President

June 27, 2005

Date